CTE Skill Certificate Test
Performance Documentation

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Electronic Spreadsheets & Database # Students in course:
Test Number: 252 # Students tested:
School: Date:
Instructor's Name:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use a spreadsheet application to organize data and complete calculations.
   - Create and save spreadsheets.
   - Change the appearance and/or format of labels and values: Rotate text, change text and background colors, change cell alignment, wrap text, use number formats.
   - Use Autofill to create series and to copy values, labels, and formulas.
   - Use conditional formatting, Format Painter, and Autoformat.
   - Use absolute and relative cell references.
   - Use formulas and functions.
   - Use If, VLookup/HLooup functions.
   - Freeze titles and split the window.
   - Answer what-if questions.
   - Color tabs; move, copy, delete, and rename worksheets.
2. Use the database features in a spreadsheet.
   - Sort data ascending/descending order and by multiple fields.
   - Create Filters/Queries.
   - Subtotal lists,
3. Use a spreadsheet application to create and edit charts.
   - Identify appropriate charts to represent various data types.
   - Create embedded charts and chart sheets.
   - Format chart titles and data labels.
   - Use legends, leader lines, patterns, and shading.
4. Use a variety of spreadsheet page setup, preview, and print options.
   - Use options in page setup to: Fit worksheet to one page (scaling), turn on gridlines, change page orientation, and create page headers and footers.
   - Use print options to: print a selection of cells and multiple sheets.
5. Use a database application to create and manage tables.
   - Define and/or identify the following: database, database management systems, components of the database window, relational database, and primary key.
   - Edit, add, and delete fields and records.
   - Change field names and properties.
   - Rename, preview, and print tables.
6. Use a database application to create queries.
   - Create and run queries in design view and using the wizard.
   - Edit queries by adding, deleting, moving, and hiding fields.
   - Use text, wildcard, numeric, compound, and comparison operators in query criteria.
   - Change field properties, and sort in queries.
   - Join tables in a query.
   - Rename, preview, and print queries.
7. Create forms and reports in a database.
   - Create forms and/or reports using the Autoform/Autoreport and wizard features.
   - Enter and edit data using a form.
   - Open, save, close, and rename forms and reports.
   - Modify the design by moving, resizing, and adding fields and/or labels.
   - Change field properties
   - Rename, preview, and print forms and/or reports.

Each performance is documented and kept on file for two years. (check one or more)

□ Individual student performance tracking sheets
□ A class period summary score sheet
□ Recorded and identified in the class grade book

Instructor's Signature:_____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.